What is the DOE Digital Photo Archive?

The DOE Digital Photo Archive is a centralized resource for thousands of photographs that depict the Department's various programs.

Create a User ID and Password

Before entering the Photo Archive, you may create a user ID and password. By doing this, you will have access to the "Portfolio" feature of the Archive. Your password must contain the following: *both numerals and letters (uppercase and lowercase); a "special character" (e.g. @, !, etc); it should be at least eight characters in length and should **not** contain your user ID or begin or end with a numeral.*

You can edit your profile at any time by going to the "Account" link on the left navigation bar. Fill in any of the fields you need updated and press the "Submit" button. Keep in mind that your user ID must be unique, so it can't be change.

Conduct a Search

There are three different ways to search for images. Use one of the searches or combinations of all three.

Simple Search
To conduct a keyword search, fill in the "Simple Search" field at the top of the screen. Use as many terms as you like, but be sure to separate those terms with "and" or "or". However, do not use combinations of "and" and "or" in the same search string. When searching for words with special characters such as an apostrophe, e.g. "O'Leary," put the word in quotes.

Advanced Search
Refine your search further by filling in the Advanced Search criteria. Specify the site, the state, the date, and/or the program category of the image.

You can also specify time ranges, such as before, on, or after a certain month of a year, or you can search for images between two time periods. Please note that some photos do not have dates associated with them.

Viewing Images

After you have submitted your search criteria, the database will retrieve the images and display a screen of thumbnails (smaller views of the images). The total number of images retrieved for your search can be seen at the top right corner of the screen, and the search criteria you chose is above the thumbnails.

Click on the thumbnail or the image number below it to see the enlarged photograph and its details. To navigate through the images, click on any of the numbered links at the bottom of the screen. If you would like to add this image to your portfolio for future reference see the "Portfolio" discussion below.

Browse Images

Rather than searching for a particular image, you can browse through the photograph collection. The pull down lists, at the bottom of the screen allow you to browse the images by either Image ID, Date, DOE Site, State, or Program Category. Specify any, all, or none of the criteria.

Portfolio

A "portfolio" is a storage area where registered users can place selected images in folders they create.

Creating Folders in your Portfolio
Click "Portfolio" on the left navigation bar. Type a folder name in the "Add a New Folder" field then press the "Add Folder" button.

Adding Images to your Portfolio Folders
Click the "Add to My Portfolio" link above the thumbnail or enlarged image. A pop-up window displays all the folders in your portfolio. Click on the folder where you want the image added.

Viewing Your Portfolio
Go to the "Portfolio" link on the left navigation bar. Click on the specific folder whose images you want to view. Press the "+" button to search for more images, or press the "X" button to delete a folder.

Feedback

In an effort to provide ever improving service, we welcome your feedback. Please rate the site by answering the questions on the Feedback screen. Press the "Submit" button to complete the process. You can also send us email by clicking on the "Comments" link at the bottom of the screen.

Ordering Information

All images in the Archive are downloadable as low resolution JPG files. If you need a high resolution file for any particular image follow the instructions on the "Ordering Information" screen.

Contacts
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